

860 Purchase Order Change Request - Buyer Initiated

Functional Group ID=**PC**

Introduction:

This Draft Standard for Trial Use contains the format and establishes the data contents of the Purchase Order Change Request - Buyer Initiated Transaction Set (860) for use within the context of an Electronic Data Interchange (EDI) environment. The transaction set can be used to provide the information required for the customary and established business and industry practice relative to a purchase order change. This transaction can be used: (1) by a buyer to request a change to a previously submitted purchase order or (2) by a buyer to confirm acceptance of a purchase order change initiated by the seller or by mutual agreement of the two parties.

Notes:

1. This transaction set is used to issue modifications to all types of award instruments, i.e., contracts, purchase orders, delivery orders, grants, leases, basic contracts, etc.
2. The term modification, used in this implementation convention, includes change orders.
3. This transaction set makes use of code lists contained in the Federal EDI Coding Manual which is available from the National Institute of Standards and technology (NIST) at URL <http://snad.ncsl.nist.gov/fededi/>
4. Within this implementation convention, the phrase "use in conjunction with" indicates a requirement to transmit specified codes, data elements, or segments, when the code, data element, or segment associated with the phrase is present. If this requirement is multi-directional, the phrase will appear in all applicable locations. This phrase is not used when the X12 syntax mandates this requirement.

Heading:

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3	010	ST	Transaction Set Header	M	1		
4	020	BCH	Beginning Segment for Purchase Order Change	M	1		
6	150	DTM	Date/Time Reference	O	10		
7	190	PID	Product/Item Description	O	2		
8	210	PWK	Paperwork	O	25		
						LOOP ID - AMT	>1
10	277	AMT	Monetary Amount	O	1		
11	279	REF	Reference Identification	O	>1		
						LOOP ID - FA1	>1
12	282	FA1	Type of Financial Accounting Data	O	1		
13	283	FA2	Accounting Data	M	>1		
						LOOP ID - N9	1000
15	285	N9	Reference Identification	O	1		
18	287	DTM	Date/Time Reference	O	>1		
19	290	MSG	Message Text	O	1000		
						LOOP ID - N1	200
20	300	N1	Name	O	1		
22	310	N2	Additional Name Information	O	2		
23	320	N3	Address Information	O	2		
24	330	N4	Geographic Location	O	>1		

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25	340	REF	Reference Identification	O	12	
26	350	PER	Administrative Communications Contact	O	>1	
LOOP ID - LM						>1
28	420	LM	Code Source Information	O	1	
29	430	LQ	Industry Code	M	>1	

Detail:

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LOOP ID - POC						>1	
30	010	POC	Line Item Change	O	1		
32	200	DTM	Date/Time Reference	O	10		

Summary:

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LOOP ID - CTT						1	
33	010	CTT	Transaction Totals	O	1		n1
34	020	AMT	Monetary Amount	O	5		
35	030	SE	Transaction Set Trailer	M	1		

Transaction Set Notes

1. Number of line items (CTT01) is the accumulation of the number of POC segments. If used, hash total (CTT02) is the sum of the value of quantities ordered (POC03) for each POC segment.

Segment: **ST** Transaction Set Header
Position: 010
Loop:
Level: Heading:
Usage: Mandatory
Max Use: 1
Purpose: To indicate the start of a transaction set and to assign a control number
Syntax Notes:
Semantic Notes: 1 The transaction set identifier (ST01) used by the translation routines of the interchange partners to select the appropriate transaction set definition (e.g., 810 selects the Invoice Transaction Set).
Comments:

Data Element Summary

	Ref.	Data	Name	Attributes
	Des.	Element		
Must Use	ST01	143	Transaction Set Identifier Code Code uniquely identifying a Transaction Set 860 Purchase Order Change Request - Buyer Initiated	M ID 3/3
Must Use	ST02	329	Transaction Set Control Number Identifying control number that must be unique within the transaction set functional group assigned by the originator for a transaction set This unique control number is assigned by the originator of the transaction set or by the originator's application program. This same number is carried in SE02.	M AN 4/9

Segment: **BCH** Beginning Segment for Purchase Order Change

Position: 020

Loop:

Level: Heading:

Usage: Mandatory

Max Use: 1

Purpose: To indicate the beginning of the Purchase Order Change Transaction Set and transmit identifying numbers and dates

Syntax Notes:

Semantic Notes:

- 1 BCH06 is the date assigned by the purchaser to purchase order.
- 2 BCH09 is the seller's order number.
- 3 BCH10 is the date assigned by the sender to the acknowledgment.
- 4 BCH11 is the date of the purchase order change request.

Comments:

Data Element Summary

	Ref. Des.	Data Element	Name	Attributes
Must Use	BCH01	353	Transaction Set Purpose Code Code identifying purpose of transaction set Use to identify the purpose of the transaction set.	M ID 2/2
			00 Original Use in conjunction with BCH05 and BCH11, to indicate an original modification. This code is used when either a bilateral or unilateral modification is issued.	
			07 Duplicate Use to indicate a re-transmission of a previously transmitted 860 transaction set.	
			24 Draft Use to indicate the modification is being sent to the contractor for his review and comment prior to issuing an original modification.	
Must Use	BCH02	92	Purchase Order Type Code Code specifying the type of Purchase Order Use to identify the type of modification being issued.	M ID 2/2
			CC Change to Contract Use to indicate a modification to any type of award instrument.	
Must Use	BCH03	324	Purchase Order Number Identifying number for Purchase Order assigned by the orderer/purchaser Enter the purchase order number, contract number (including Federal Supply Schedules, General Services Administration (GSA) Schedules and all other basic contracts), Blanket Purchase Agreement (BPA) number, Grant, Lease or Agreement number being modified. This is always the Procurement Instrument Identification Number (PIIN) for the Department of Defense (DOD) or the equivalent expression for Civilian Agencies. This is never the number of a delivery order, call or release against a basic award instrument. That number is carried in BCH04. This number shall be transmitted without dashes.	M AN 1/22
	BCH04	328	Release Number Number identifying a release against a Purchase Order previously placed by the parties involved in the transaction Enter the number of a release, call or delivery order against a basic award instrument that is being modified. This is always the Supplemental Procurement Instrument Identification Number (SPIIN) for DoD or the equivalent expression for Civilian Agencies. This number shall be transmitted	O AN 1/30

			without dashes.	
	BCH05	327	Change Order Sequence Number	O AN 1/8
			Number assigned by the orderer identifying a specific change or revision to a previously transmitted transaction set	
			1. Use in conjunction with BCH01 code 00 or 07 and BCH11, to identify the modification number.	
			2. When BCH01 is code 01 or 24, use BCH07 to cite a working number.	
Must Use	BCH06	373	Date	M DT 8/8
			Date expressed as CCYYMMDD	
			Enter the date of the award instrument being modified, (either the document specified in BCH03 or BCH04). If both BCH03 and BCH04 contain a number, enter the date of the award instrument identified in BCH04. If BCH04 does not contain a number, enter the date of the award instrument identified in BCH03.	
	BCH08	367	Contract Number	O AN 1/30
			Contract number	
			Use to identify the Small Business Administration (SBA) contract number for an 8a set-aside.	
	BCH11	373	Date	O DT 8/8
			Date expressed as CCYYMMDD	
			1. Use in conjunction with BCH05 to identify the effective date of a modification.	
			2. If the signature date is different from the effective date, the signature date may be specified in 1/DTM/150, citing code 467 in DTM01.	
	BCH12	1166	Contract Type Code	O ID 2/2
			Code identifying a contract type	
			Use to identify the type of pricing arrangement that is applicable to the modification if it differs from the award instrument being modified.	
			CH Cost Sharing	
			CS Cost	
			FK No Cost	
R	BCH15	640	Transaction Type Code	O ID 2/2
			Code specifying the type of transaction	
			Use to identify the purpose of the modification.	
			KE Exercise of Option	
			KG Administrative Change	
			Use to indicate all types of administrative changes including Novation Agreements and Funding Modifications.	
			ZZ Mutually Defined	
			Use in conjunction with the 1/N9/285 segment, N901 code CIT, to indicate another type of modification not identified by any listed code.	
R	BCH16	1232	Purchase Category	O ID 2/2
			Code identifying the broad category of products or services being acquired	
			Use to indicate the purchase category to which this modification pertains, e.g., use code RE to indicate the modification is for the repair of an item.	
			RD Research and Development	

Segment:	DTM Date/Time Reference
Position:	150
Loop:	
Level:	Heading:
Usage:	Optional
Max Use:	10
Purpose:	To specify pertinent dates and times
Syntax Notes:	<ol style="list-style-type: none"> 1 At least one of DTM02 DTM03 or DTM05 is required. 2 If DTM04 is present, then DTM03 is required. 3 If either DTM05 or DTM06 is present, then the other is required.
Semantic Notes:	
Comments:	
Notes:	1. Use this segment to specify or modify dates that apply to the award instrument.

Data Element Summary

Ref. Des.	Data Element	Name	Attributes
Must Use	DTM01	374 Date/Time Qualifier	M ID 3/3
		Code specifying type of date or time, or both date and time	
		007 Effective	
		Use to indicate the effective date for an award instrument.	
		093 Contract Expiration	
		Use to indicate the expiration date for an award instrument.	
		467 Signature	
		Date on which the accompanying signature was received	
		Use to indicate the date that the modification was signed if different from the effective date specified in BCH11.	
	DTM02	373 Date	X DT 8/8
		Date expressed as CCYYMMDD	
	DTM05	1250 Date Time Period Format Qualifier	X ID 2/3
		Code indicating the date format, time format, or date and time format	
		RD8 Range of Dates Expressed in Format CCYYMMDD-CCYYMMDD	
		A range of dates expressed in the format CCYYMMDD-CCYYMMDD where CCYY is the numerical expression of the century CC and year YY, MM is the numerical expression of the month within the year, and DD is the numerical expression of the day within the year; the first occurrence of CCYYMMDD is the beginning date and the second occurrence is the ending date	
		Use in conjunction with DTM01 code 007.	
	DTM06	1251 Date Time Period	X AN 1/35
		Expression of a date, a time, or range of dates, times or dates and times	

Segment:	PID Product/Item Description
Position:	190
Loop:	
Level:	Heading:
Usage:	Optional
Max Use:	2
Purpose:	To describe a product or process in coded or free-form format
Syntax Notes:	<ol style="list-style-type: none"> 1 If PID04 is present, then PID03 is required. 2 At least one of PID04 or PID05 is required. 3 If PID07 is present, then PID03 is required. 4 If PID08 is present, then PID04 is required. 5 If PID09 is present, then PID05 is required.
Semantic Notes:	<ol style="list-style-type: none"> 1 Use PID03 to indicate the organization that publishes the code list being referred to. 2 PID04 should be used for industry-specific product description codes. 3 PID08 describes the physical characteristics of the product identified in PID04. A "Y" indicates that the specified attribute applies to this item; an "N" indicates it does not apply. Any other value is indeterminate. 4 PID09 is used to identify the language being used in PID05.
Comments:	<ol style="list-style-type: none"> 1 If PID01 equals "F", then PID05 is used. If PID01 equals "S", then PID04 is used. If PID01 equals "X", then both PID04 and PID05 are used. 2 Use PID06 when necessary to refer to the product surface or layer being described in the segment. 3 PID07 specifies the individual code list of the agency specified in PID03.
Notes:	Use this segment, no more than twice, to provide the title of a Grant.

Data Element Summary

Ref. Des.	Data Element	Name	Attributes
Must Use	PID01	349 Item Description Type Code indicating the format of a description F Free-form	M ID 1/1
	PID05	352 Description A free-form description to clarify the related data elements and their content	X AN 1/80

Segment:	PWK Paperwork
Position:	210
Loop:	
Level:	Heading:
Usage:	Optional
Max Use:	25
Purpose:	To identify the type or transmission or both of paperwork or supporting information
Syntax Notes:	1 If either PWK05 or PWK06 is present, then the other is required.
Semantic Notes:	
Comments:	<ol style="list-style-type: none"> 1 PWK05 and PWK06 may be used to identify the addressee by a code number. 2 PWK07 may be used to indicate special information to be shown on the specified report. 3 PWK08 may be used to indicate action pertaining to a report.
Notes:	<ol style="list-style-type: none"> 1. Use this segment to specify or modify paperwork information that applies to all of the line items. 2. Use this segment to identify paperwork required to pass between the buyer and the seller and how that paperwork is to be transmitted.

Data Element Summary

Ref. Des.	Data Element	Name	Attributes
Must Use	PWK01	755 Report Type Code	M ID 2/2
		Code indicating the title or contents of a document, report or supporting item	
		Use to identify the type of paper work that is being provided to or must be provided by the contractor.	
		35 Subcontractor Plan	
		Augmentation Awards for Science and Engineering Research Training (AASERT) Report.	
		BA Budget	
		Used to indicate a Final Financial Status Report (SF269A).	
		EL Eligibility	
		Used to indicate a Report of Inventions and Subcontracts (DD 882).	
		KF Support Documents	
		Used to indicate a Final Technical Report.	
		PD Proof of Delivery	
		Used to indicate Symposium Proceedings	
		PM Proof of Insurance	
		Experimental Program to Stimulate Competitive Research Report (EPSCOR).	
		SP Specification	
		Used to indicate a Final Equipment List/Performance Report	
		WP Work Progress	
		Used to indicate a Performance/Technical Report.	
	PWK02	756 Report Transmission Code	O ID 1/2
		Code defining timing, transmission method or format by which reports are to be sent	
		BM By Mail	
		Used to indicate transmittal via the United States Postal Service (USPS).	
		EM E-Mail	
	PWK03	757 Report Copies Needed	O N0 1/2
		The number of copies of a report that should be sent to the addressee	

The number of copies is assumed to be 1 unless a greater number is specified in this data element.

PWK04 98 Entity Identifier Code O ID 2/3

Code identifying an organizational entity, a physical location, property or an individual

Use in conjunction with the same values in the 1/N1/300 segment to identify the recipient of the paperwork. If there is more than one recipient for the same paperwork item, use multiple repetitions of the PWK segment with the same report code in PWK01. Optionally, provide the address of the recipient in the 1/N1/310 segment and/or the recipient communications number in the 1/PER/360 segment.

- 7D Contracting Officer Representative
Used to indicate the Counsel Office.
- 7N Party to Receive Proposal
Used to identify a party to receive reports.
- 7P Transportation Office
Used to identify a party to receive reports.
- BY Buying Party (Purchaser)
Used to indicate the Contracting Officer.
- C4 Contract Administration Office
Established at either a contractor facility or in a geographic area, and responsible for administering on behalf of the buying activities that assigned contracts for administration and all contracts awarded to either the specific contractor or all contractors in the geographic area
- HMI Material Safety Data Sheet (MSDS) Recipient
Used to identify a party to receive reports.
- KF Audit Office
The office performing the audit
- KG Project Manager
The address of the person responsible for the management of a designated project
Use to indicate the government party responsible for a project to include the advisor under a Grant.

PWK07 352 Description O AN 1/80

A free-form description to clarify the related data elements and their content

1. Use only if necessary to provide additional information or instructions applicable to a specific paperwork item.
2. Use of free form text is discouraged if the information can be provided by means of codes or data values within the transaction set.

Must Use PWK08 C002 Actions Indicated O

Actions to be performed on the piece of paperwork identified

Must Use C00201 704 Paperwork/Report Action Code M ID 1/2

Code specifying how the paperwork or report that is identified in the PWK segment relates to the transaction set or to identify the action that is required

- 2 Report to be Filed
Use in conjunction with PWK01 code 35, BA, EL, KF, PD, PM, SP or WP, to indicate the specified paperwork is required to be provided by the contractor.

Segment: **AMT** Monetary Amount
Position: 277
Loop: AMT Optional
Level: Heading:
Usage: Optional
Max Use: 1
Purpose: To indicate the total monetary amount
Syntax Notes:
Semantic Notes:
Comments:
Notes:

1. Use this segment to specify or modify the total amount of obligated funds for each accounting classification cited in the 1/FA1/282 loop. Use also to specify or modify amounts associated with incentive, award fee, fixed-fee, or cost sharing award instruments when the amounts apply to all of the line items; to specify the amount due the contractor from a termination for convenience; or to specify the increases or decreases to amounts associated with accounting data ACRNs. There must be an AMT segment transmitted, citing code KC in AMT01, for each accounting classification cited in the 1/FA1/282 loop of this modification.

2. The following table identifies how each code listed in AMT01, other than code KC, are to be used depending on the code cited in BCH12.

COST, FEE, AND PRICE EXPRESSION TABLE

BCH12 Code	AMT01 Code	AMT01 Code
CH	FQ	Contractor Firm Share
CH	FR	Estimated Government Share
CS	N/A	Use the 3/AMT/020 segment, code TT
FK	N/A	No cost or price information required.

Data Element Summary

Ref. Des.	Data Element	Name	Attributes
Must Use	AMT01	522 Amount Qualifier Code Code to qualify amount	M ID 1/3

1. For the correct use of the following codes in various fee and profit arrangements by type of contract, see the table above.

- FQ Firm Contractor Share
- FR Estimated Government Share
- KC Obligated

An amount a party has an obligation to pay upon a successful performance by another party, (e.g., funds obligated on a contract)

Use in conjunction with the 1/REF/279 segment and the 1/FA1/282 loop to indicate an obligate amount. Cite any associated accounting code in REF01, e.g., code AX for the ACRN and cite the applicable line of accounting in the 1/FA2/283 segment, by using appropriate FA201 codes.

Must Use	AMT02	782 Monetary Amount Monetary amount	M R 1/18
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Segment: **REF** Reference Identification
Position: 279
Loop: AMT Optional
Level: Heading:
Usage: Optional
Max Use: >1
Purpose: To specify identifying information
Syntax Notes:

- 1 At least one of REF02 or REF03 is required.
- 2 If either C04003 or C04004 is present, then the other is required.
- 3 If either C04005 or C04006 is present, then the other is required.

Semantic Notes:

- 1 REF04 contains data relating to the value cited in REF02.

Comments:
Notes: Use in conjunction with the 1/AMT/277 segment, AMT01 code KC to identify a number or a code applicable to the financial accounting data cited in the following FA1 loop.

Data Element Summary

	<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Attributes</u>
Must Use	REF01	128	Reference Identification Qualifier Code qualifying the Reference Identification AX Government Accounting Class Reference Number (ACRN)	M ID 2/3
	REF02	127	Reference Identification Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier	X AN 1/30

Segment: **FA1** Type of Financial Accounting Data
Position: 282
Loop: FA1 Optional
Level: Heading:
Usage: Optional
Max Use: 1
Purpose: To specify the organization controlling the content of the accounting citation, and the purpose associated with the accounting citation

Syntax Notes:
Semantic Notes: 1 FA101 Identifies the organization controlling the assignment of financial accounting information.
 2 FA102 Identifies the purpose of the accounting allowance or charge information.

Comments:

Notes: Use this loop in conjunction with the 1/AMT/277 segment, AMT01 code KC.

Data Element Summary

	<u>Ref.</u>	<u>Data</u>	<u>Name</u>	<u>Attributes</u>
	<u>Des.</u>	<u>Element</u>		
Must Use	FA101	559	Agency Qualifier Code	M ID 2/2
			Code identifying the agency assigning the code values	
			DF Department of Defense (DoD)	Use to indicate that the Component originating the funds is a Department of Defense agency, including DLA.
			DN Department of the Navy	Includes the Marine Corps.
			DY Department of Air Force	
			DZ Department of Army	

Segment: **FA2 Accounting Data**
Position: 283
Loop: FA1 Optional
Level: Heading:
Usage: Mandatory
Max Use: >1
Purpose: To specify the detailed accounting data
Syntax Notes:
Semantic Notes:
Comments:
Notes: Use this segment to identify a component of the line of accounting.

Data Element Summary

Ref. Des.	Data Element	Name	Attributes
Must Use	FA201	1196 Breakdown Structure Detail Code	M ID 2/2
		Codes identifying details relating to a reporting breakdown structure tree	
		18 Funds Appropriation	
			Coding to track the source of funds (such as various government agencies)
			Use to indicate the basic appropriation number (department code through appropriation limit). Example: 1717979818100400.
		A1 Department Indicator	
		A2 Transfer from Department	
		A3 Fiscal Year Indicator	
		A4 Basic Symbol Number	
		A5 Sub-class	
		A6 Sub-Account Symbol	
		B2 Budget Sub-activity Number	
		B3 Budget Program Activity	
		C1 Program Element	
		D4 Component Sub-allocation Recipient	
		D6 Sub-allotment Recipient	
		F1 Object Class	
		J1 Document or Record Reference Number	
		L1 Accounting Installation Number	
			Use to indicate the Accountable Station Number. The Accountable Station Code is the Fiscal Station Number (FSN) of both the Army and the Office of the Secretary of Defense (OSD), the Authorization Accounting Activity (AAA) of the Navy, or the Accounting and Disbursing Station Number (ADSN) used by the Air Force. The Accountable Station Codes (TAC3) are published in the DoD 7000.14-R (Financial Management Regulation). Civilian Agencies will cite their equivalent organization code.
		N1 Transaction Type	
		P2 International Balance of Payments (IBOP) Code	
			Use to indicate reference ACRN.
		ZZ Mutually Defined	
			Use to indicate the balance of the financial accounting data which should include the Accountable Station Number identified by the use of code L1 in another iteration of this segment.

Segment: **N9 Reference Identification**
Position: 285
Loop: N9 Optional
Level: Heading:
Usage: Optional
Max Use: 1
Purpose: To transmit identifying information as specified by the Reference Identification Qualifier
Syntax Notes:
 1 At least one of N902 or N903 is required.
 2 If N906 is present, then N905 is required.
 3 If either C04003 or C04004 is present, then the other is required.
 4 If either C04005 or C04006 is present, then the other is required.
Semantic Notes:
 1 N906 reflects the time zone which the time reflects.
 2 N907 contains data relating to the value cited in N902.

Comments:

- Notes:**
1. Use this loop to specify or modify various references that are applicable to the entire award instrument.
 2. When citing a clause in N902, the date of the clause **MUST** be cited in N904 and the title of the clause may be optionally cited in the following MSG segment. If an alternate is cited in N907-1/N907-2, the date of the alternate **MUST** be cited in the 1/DTM/287 segment citing code 102 in DTM01.

Data Element Summary

Ref. Des.	Data Element	Name	Attributes
Must Use	N901	128 Reference Identification Qualifier Code qualifying the Reference Identification	M ID 2/3
		2S Catalog Use to indicate the Catalog of Federal Domestic Assistance. This is where additional information regarding the program funding source for a grant can be found.	
		5N Citation of Statute Use to indicate the legislative authorization under which the award instrument, e.g., a grant, is awarded or modified. Optionally cite the legislative program title in N903.	
		73 Statement of Work (SOW) Description of a product or service to be procured under a contract; statement of requirements If a Statement of Work is part of the award, the 1/PWK/210 segment can be optionally used to identify how it is being provided.	
		CIT Citation Use in conjunction with BCH15 code ZZ, to indicate another type of modification.	
		EC Circular Use to indicate an Office of Management and Budget (OMB) circular number.	
		FA Federal Acquisition Regulations (FAR) Used to indicate ONR delegations.	
		K7 Paragraph Number Use in conjunction with the 1/MSG/290 segment, to indicate information for a contractor. Cite an applicable number in N902 and provide the information in the 1/MSG/290 segment. The numbering system can be based on the uniform contract format, e.g., H-1 for special requirements or any other numbering system the	

			originator desires.
		KD	Special Instructions Number Use to indicate a special instruction. Use in conjunction with N907-1 code DUN or DX or in conjunction with N903 to identify the agency, command or purchasing activity issuing the special instruction. If this special instruction number is not included in previously provided terms and conditions, provide the full text in the following MSG segment.
		KS	Solicitation A discreet number assigned by the purchasing activity to differentiate between different solicitations Use to indicate the solicitation number that resulted in the award instrument being modified. If applicable, identify the last amendment number of the solicitation in N907.
		NJ	Technical Document Number Used to indicate the Grantee Civilian Agency Activity Address Code (CAGE). Grantee Award management systems should not use this data. It is intended for internal ONR systems, and its use may be phased-out over time.
		NL	Technical Order Number Used to indicate the EDI/EFT Vendor Number. Grantee award management systems should not use this data. It is intended for internal ONR systems, and its use may be phased-out over time.
		P4	Project Code Use to indicate the ONR project number applicable to the award instrument being modified.
		PR	Price Quote Number Use to indicate the contractor's quote or offer (proposal) number.
		RQ	Purchase Requisition Number Use to indicate the Purchase Request (PR) number or the Purchase Request Order Number (PRON).
		XY	Other Unlisted Type of Reference Number Used to indicate the Program Type of the award instrument.

Must Use **N902** **127** **Reference Identification** **X** **AN 1/30**

Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier

Use the following terms to describe the modification type when ZZ is in 1/BCH15/020 and CIT is the code in 1/N901/285:

- Increment
- CostGrowth - Cost Growth
- NoFundsExt - No Funds Extension
- Reduction
- Renewal
- Accelerate
- Expansion
- Other

N903 **369** **Free-form Description** **X** **AN 1/45**

Free-form descriptive text

1. When N901 is code KD, use to identify the organization issuing the special instruction or specification cited in N902.

N904

373

2. Use of free form text is discouraged if the information can be provided by means of codes or data values within the transaction set.

Date

O DT 8/8

Date expressed as CCYYMMDD

1. Use to identify the issue date applicable to the reference cited in N901. For clauses that have a date expressed only as a month and year, the DD (day) portion of the date is always 01.

2. For additional dates applicable to the N901 reference, use the 1/DTM/287

Segment: **DTM** **Date/Time Reference**
Position: 287
Loop: N9 Optional
Level: Heading:
Usage: Optional
Max Use: >1
Purpose: To specify pertinent dates and times
Syntax Notes: 1 At least one of DTM02 DTM03 or DTM05 is required.
 2 If DTM04 is present, then DTM03 is required.
 3 If either DTM05 or DTM06 is present, then the other is required.
Semantic Notes:
Comments:

Data Element Summary

Must Use	Ref. Des.	Data Element	Name		Attributes	
			Date/Time Qualifier		M	ID 3/3
	DTM01	374		Code specifying type of date or time, or both date and time		
			007	Effective Use to indicate the effective date applicable to a reference cited in N901.		
			036	Expiration Date coverage expires Use to indicate the expiration date applicable to a reference cited in N901.		
			102	Issue Use in conjunction with N901 code PR to indicate the contractor's original proposal date.		
			171	Revision Use, as many as required, in conjunction with N901 code PR to indicate the revision date of the contractor's proposal.		
	DTM02	373	Date	Date expressed as CCYYMMDD	X	DT 8/8

Segment: **MSG** Message Text
Position: 290
Loop: N9 Optional
Level: Heading:
Usage: Optional
Max Use: 1000
Purpose: To provide a free-form format that allows the transmission of text information
Syntax Notes: 1 If MSG03 is present, then MSG02 is required.
Semantic Notes: 1 MSG03 is the number of lines to advance before printing.
Comments: 1 MSG02 is not related to the specific characteristics of a printer, but identifies top of page, advance a line, etc.
 2 If MSG02 is "AA - Advance the specified number of lines before print" then MSG03 is required.

Notes:

1. Use this segment to carry the title or full text of any clause, a special instruction, or other information associated with the number cited in N902.
2. This segment is also used to carry clause fill-in information that is not provided elsewhere within the transaction set. Use of clause titles when providing fill-in information is recommended.
3. When providing fill-in information, the following format is recommended:
 - a) In the first iteration of the segment, cite the clause title, followed by a pipe sign to indicate the end of the title information, then cite the number of fill-ins followed by a second pipe sign to indicate the end of the title segment.
 - b) For each fill-in, begin a new MSG segment using the sequence in which the fill-ins appear within the clause. These MSG segments may each begin with a number indicating the fill-in's sequence position. End each fill-in with a pipe sign. If multiple iterations of MSG are required for a long fill-in, end only the last MSG segment of that fill-in with the pipe sign.
4. The purpose of the pipe sign "|" is to provide an indication to receiving applications that the data string related to a single entry has been completed.

An example of a clause with 3 fill-ins follows:

```
MSG*Commencement, Prosecution, and Completion of Work Alternate I|3|
MSG*1. 30|
MSG*2. 30 Sep 1995|
MSG*3. 15 Jan 1995|
```

5. An example alternative format provides all fill-in information within the title MSG segment as follows:

```
MSG*Commencement, Prosecution, and Completion of Work Alternate I|3|30|Sep 30,
1995|Jan 15, 1995|
```

Data Element Summary

Ref. Des.	Data Element	Name	Attributes
Must Use	MSG01	933 Free-Form Message Text Free-form message text	M AN 1/264

Segment:	N1 Name
Position:	300
Loop:	N1 Optional (Must Use)
Level:	Heading:
Usage:	Optional (Must Use)
Max Use:	1
Purpose:	To identify a party by type of organization, name, and code
Syntax Notes:	<ol style="list-style-type: none"> 1 At least one of N102 or N103 is required. 2 If either N103 or N104 is present, then the other is required.
Semantic Notes:	
Comments:	<ol style="list-style-type: none"> 1 This segment, used alone, provides the most efficient method of providing organizational identification. To obtain this efficiency the "ID Code" (N104) must provide a key to the table maintained by the transaction processing party. 2 N105 and N106 further define the type of entity in N101.
Notes:	<ol style="list-style-type: none"> 1. Use this loop to specify or modify organizations or locations that apply to all the line items. Persons affiliated with an organization may be identified in the 1/PER/350 segment. 2. Use of N101, N103, and N104 is REQUIRED to identify organizations or locations. Names and addresses, in text, may be additionally provided using N102 and segments N2 through N4. Use of text is discouraged. 3. One iteration of this loop, citing code BY in N101 is REQUIRED. One other iteration, citing code SE in N101 is also REQUIRED. 4. Important ONR note: ONR will convey investigator (co- and principal) information in the 1/PER/360 segment associated with 1/N1/310 code SE loop. In the future, ONR will migrate to the use of 1/N1/310 code 9P loop.

Data Element Summary

Ref.	Data	Attributes
Des.	Element Name	M ID 2/3
Must Use	98 Entity Identifier Code	
	Code identifying an organizational entity, a physical location, property or an individual	
	61 Performed At	
	The facility where work was performed	
	Use to indicate additional places of performance, if applicable.	
	7D Contracting Officer Representative	
	Use to indicate indicate the Counsel Office.	
	7N Party to Receive Proposal	
	Use to indicate a party to receive reports.	
	7P Transportation Office	
	Use to identify a party to receive reports.	
	9P Investigator	
	Use to indicate the principal Grant Investigator's organization, if other than the selling party.	
	BY Buying Party (Purchaser)	
	C4 Contract Administration Office	
	Established at either a contractor facility or in a geographic area, and responsible for administering on behalf of the buying activities that assigned contracts for administration and all contracts awarded to either the specific contractor or all contractors in the geographic area	
	FA Facility	

HMI	Use to indicate the principal place of performance when other than the address identified with code SE. Material Safety Data Sheet (MSDS) Recipient
KF	Use to identify a party to receive reports. Audit Office The office performing the audit
KG	Project Manager The address of the person responsible for the management of a designated project
KY	Use to indicate the Government organization responsible for a project, to include the advisor under a Grant. Technical Office
PO	Use to indicate the technical office that has cognizance over the technical portion of the order, if different from the office originating the order. Do not use unless it is intended for the contractor to deal directly with the cited party. Party to Receive Invoice for Goods or Services
PR	Use to indicate where the invoice should be sent. Payer
RI	Use to indicate the paying office. Remit To
SE	Use to indicate the place to send payment if it is different from a contractor's address. e.g., a bank, financial office location, etc. Selling Party
	Use to indicate the party receiving the award.

	N102	93	Name	X	AN 1/60
			Free-form name		
Must Use	N103	66	Identification Code Qualifier	X	ID 1/2
			Code designating the system/method of code structure used for Identification Code (67)		
			Important ONR note: Under rare circumstances, ONR may provide a dummy DUNS# (999999999) or DODAAC (N99999) in order to satisfy X12 requirements when an identification code is not available for the corresponding ONR entity.		
			1		D-U-N-S Number, Dun & Bradstreet
					Use of the DUNS or DUNS+4 number is preferred over other codes to identify an entity.
			9		D-U-N-S+4, D-U-N-S Number with Four Character Suffix
					Use of the DUNS or DUNS+4 number is preferred over other codes to identify an entity.
			10		Department of Defense Activity Address Code (DODAAC)
					Use to indicate a Department of Defense or a Civilian Agency Activity Address Code. Use in conjunction with N101 code PR or C4. The DODACC code will be used until all paying and administrative offices uniformly support D-U-N-S numbers as the primary method of identification.
Must Use	N104	67	Identification Code	X	AN 2/80
			Code identifying a party or other code		

Segment: **N2 Additional Name Information**
Position: 310
Loop: N1 Optional (Must Use)
Level: Heading:
Usage: Optional
Max Use: 2
Purpose: To specify additional names or those longer than 35 characters in length
Syntax Notes:
Semantic Notes:
Comments:

Data Element Summary

	Ref. Des.	Data Element	Name	Attributes
Must Use	N201	93	Name Free-form name	M AN 1/60
	N202	93	Name Free-form name	O AN 1/60

Segment: **N3** Address Information
Position: 320
Loop: N1 Optional (Must Use)
Level: Heading:
Usage: Optional
Max Use: 2
Purpose: To specify the location of the named party
Syntax Notes:
Semantic Notes:
Comments:

Data Element Summary

	<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Attributes</u>
Must Use	N301	166	Address Information Address information	M AN 1/55
	N302	166	Address Information Address information	O AN 1/55

Segment:	N4 Geographic Location
Position:	330
Loop:	N1 Optional (Must Use)
Level:	Heading:
Usage:	Optional
Max Use:	>1
Purpose:	To specify the geographic place of the named party
Syntax Notes:	1 If N406 is present, then N405 is required.
Semantic Notes:	
Comments:	1 A combination of either N401 through N404, or N405 and N406 may be adequate to specify a location. 2 N402 is required only if city name (N401) is in the U.S. or Canada.

Data Element Summary

Ref.	Data	Name	Attributes
Des.	Element		
N401	19	City Name Free-form text for city name When the address is a military overseas post office, cite APO or FPO as appropriate to identify an Army Post Office (APO) or Fleet Post Office (FPO).	O AN 2/30
N402	156	State or Province Code Code (Standard State/Province) as defined by appropriate government agency Use codes AA (Armed Forces Americas), AE (Armed Forces Europe), or AP (Armed Forces Pacific) as appropriate for the military overseas post office.	O ID 2/2
N403	116	Postal Code Code defining international postal zone code excluding punctuation and blanks (zip code for United States)	O ID 3/15
N404	26	Country Code Code identifying the country	O ID 2/3

Segment: **REF** Reference Identification
Position: 340
Loop: N1 Optional (Must Use)
Level: Heading:
Usage: Optional
Max Use: 12
Purpose: To specify identifying information
Syntax Notes: 1 At least one of REF02 or REF03 is required.
 2 If either C04003 or C04004 is present, then the other is required.
 3 If either C04005 or C04006 is present, then the other is required.
Semantic Notes: 1 REF04 contains data relating to the value cited in REF02.
Comments:
Notes: Use in conjunction with the 1/N1/300 segment, N101 code SE, to identify major subdivisions and lower levels within the selling party's organization.

Data Element Summary

	<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Attributes</u>
Must Use	REF01	128	Reference Identification Qualifier Code qualifying the Reference Identification	M ID 2/3
			19 Division Identifier Use in conjunction with REF03, to indicate the major subdivision name of the organization identified in N101. For example, School of Engineering or Adhesive Products Division.	
			DP Department Number Use in conjunction with REF03, to indicate the department, service, laboratory, or equivalent level within the major subdivision name (code 19) of the organization. For example, Department of Industrial Engineering or Sales Department.	
	REF02	127	Reference Identification Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier	X AN 1/30
	REF03	352	Description A free-form description to clarify the related data elements and their content	X AN 1/80

Segment: **PER** Administrative Communications Contact
Position: 350
Loop: N1 Optional (Must Use)
Level: Heading:
Usage: Optional
Max Use: >1
Purpose: To identify a person or office to whom administrative communications should be directed
Syntax Notes: 1 If either PER03 or PER04 is present, then the other is required.
 2 If either PER05 or PER06 is present, then the other is required.
 3 If either PER07 or PER08 is present, then the other is required.
Semantic Notes:
Comments:
Notes: Use this segment to provide communications contacts associated with the entity cited in the same N1 loop.

Data Element Summary

Ref. Des.	Data Element	Name	Attributes
Must Use	PER01	366 Contact Function Code	M ID 2/2
			Code identifying the major duty or responsibility of the person or group named
			Use to identify the various individuals who can be contacted regarding specific areas of this modification.
		AC	Administrative Contracting Officer Use in conjunction with the 1/N1/300 code C4.
		AV	Advisor Use in conjunction with the 1/N1/300 code KG to indicate the Government party who will work with the contractor on basic R&D efforts in a particular science area.
		BD	Buyer Name or Department 1. Includes Grants Management Specialists. 2. Use in conjunction with the 1/N1/300 code BY.
		CD	Contract Contact Use in conjunction with the 1/N1/300 code 7D to indicate a Contracting Officer's Representative.
		IC	Information Contact When no other qualifier code is applicable, use to indicate a general information point of contact at the location cited in the 1/N1/300 loop.
		PC	Purchasing Contracting Officer (PCO) Person to whom a warrant has been issued authorizing that person to obligate funds on behalf of the government 1. Includes Grants/Contract Project Officer. 2. Use in conjunction with the 1/N1/300 code BY.
		PP	Program Manager 1. Includes Grants Project Officer 2. Use in conjunction with the 1/N1/300 code KG.
		SI	Investigator Use in conjunction with the 1/N1/300 codes 9P or SE to indicate the party designated as the principal or co-principal investigator. Use PER09 to distinguish the PI from the Co-PI.
	PER02	93 Name	O AN 1/60

Free-form name

Use to identify the name of a point of contact. Last name, followed by first name, is preferred. If the whole name is longer than 35 characters, the use of initials for the first name is recommended. PER09 may be used to cite the party's title.

PER03	365	Communication Number Qualifier	X	ID 2/2
		Code identifying the type of communication number		
		TE Telephone		
PER04	364	Communication Number	X	AN 1/80
		Complete communications number including country or area code when applicable		
		The telephone number shall be transmitted as a continuous number with no extraneous characters. Include the country code and area code. If an extension applies to the telephone number, concatenate the letter X plus the extension at the end of the number, e.g., 17035551212X123.		
PER05	365	Communication Number Qualifier	X	ID 2/2
		Code identifying the type of communication number		
		FX Facsimile		
PER06	364	Communication Number	X	AN 1/80
		Complete communications number including country or area code when applicable		
		The fax number shall be transmitted as a continuous number with no extraneous characters. Include the country code and area code.		
PER07	365	Communication Number Qualifier	X	ID 2/2
		Code identifying the type of communication number		
		EM Electronic Mail		
PER08	364	Communication Number	X	AN 1/80
		Complete communications number including country or area code when applicable		
PER09	443	Contact Inquiry Reference	O	AN 1/20
		Additional reference number or description to clarify a contact number		
		Use, if necessary, to provide the title of the party cited in PER02.		

Segment: **LM** Code Source Information
Position: 420
Loop: LM Optional
Level: Heading:
Usage: Optional
Max Use: 1
Purpose: To transmit standard code list identification information
Syntax Notes:
Semantic Notes:
Comments: 1 LM02 identifies the applicable industry code list source information.
Notes:

1. Use this loop to provide data that cannot be conveyed in other segments within the header of this transaction set and which apply to the entire award instrument. For example, Federal Procurement Data System information such as type of business codes, field contract administration office data, and special contract conditions.

Data Element Summary

	<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Attributes</u>
Must Use	LM01	559	Agency Qualifier Code Code identifying the agency assigning the code values FG Federal Government	M ID 2/2
Must Use	LM02	822	Source Subqualifier A reference that indicates the table or text maintained by the Source Qualifier Use to identify the code list that contains the code cited in LQ02, e.g., FP1. Code lists maintained by the Federal Procurement Functional Work Group are contained in the Federal EDI Coding Manual and may be found at URL: http://snad.ncsl.nist.gov/fededi .	O AN 1/15

Segment: **LQ** Industry Code
Position: 430
Loop: LM Optional
Level: Heading:
Usage: Mandatory
Max Use: >1
Purpose: Code to transmit standard industry codes
Syntax Notes: 1 If LQ01 is present, then LQ02 is required.
Semantic Notes:
Comments:

Data Element Summary

	<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Attributes</u>
Must Use	LQ01	1270	Code List Qualifier Code Code identifying a specific industry code list ZZ Mutually Defined	O ID 1/3
				Use to indicate that a code list is identified in LM02.
Must Use	LQ02	1271	Industry Code Code indicating a code from a specific industry code list	X AN 1/30
				Use to cite a code from the code list identified in LM02, e.g., the contractor's type of business in accordance with the Federal Procurement Data System, using the Business Type codes contained in Federal Procurement Code List 1 (FP1).

Segment: **POC** Line Item Change
Position: 010
Loop: POC Optional
Level: Detail:
Usage: Optional
Max Use: 1
Purpose: To specify changes to a line item
Syntax Notes: 1 If POC03 is present, then both POC04 and POC05 are required.
 2 If POC07 is present, then POC06 is required.
 3 If either POC08 or POC09 is present, then the other is required.
 4 If either POC10 or POC11 is present, then the other is required.
 5 If either POC12 or POC13 is present, then the other is required.
 6 If either POC14 or POC15 is present, then the other is required.
 7 If either POC16 or POC17 is present, then the other is required.
 8 If either POC18 or POC19 is present, then the other is required.
 9 If either POC20 or POC21 is present, then the other is required.
 10 If either POC22 or POC23 is present, then the other is required.
 11 If either POC24 or POC25 is present, then the other is required.
 12 If either POC26 or POC27 is present, then the other is required.

Semantic Notes: 1 POC01 is the purchase order line item identification.

Comments:

Notes:

1. Use this POC loop to identify all change information applicable to the item or service being modified within the POC loop.
2. If the award modification has no detail information, only POC01 is required to be transmitted. In that instance, cite the word "NONE" in POC01.

Data Element Summary

<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Attributes</u>
POC01	350	Assigned Identification	O AN 1/20
		Alphanumeric characters assigned for differentiation within a transaction set	
		1. Use to specify the Contract Line Item Number (CLIN), the Sub Contract Line Item Number (SUBCLIN), or the Exhibit Line Item Number (ELIN), if one is assigned.	
		2. When a line item is being modified, the same number as cited in the 850 transaction set, applicable to the line item being modified, must be cited in POC01.	
POC02	670	Change or Response Type Code	O ID 2/2
		Code specifying the type of change to the line item	
		Use to identify the type of changes this modification makes to table 2 of the award instrument to which this modification applies.	
		AI	Add Additional Item(s)
			Use when the line item identified in POC01 is an addition of a new line item to the award instrument.
		DI	Delete Item(s)
			Use when the line item identified in POC01 is being deleted from the award instrument with or without replacement.
		RE	Replacement Item
			1. Use only when the line item identified in POC01 is a replacement with changed data for a line item that has NOT been deleted in this modification action through the use of code DI.
			2. When used, the entire POC loop must be transmitted containing ALL information applicable to the line item

			identified in POC01. This equates to a conformed copy of this line item.
		RM	Replacement Item with Modifications
			1. Use only when the line item identified in POC01 is a replacement with changed data for a line item that has been deleted in this modification action through the use of code DI.
			2. When used, the entire POC loop must be transmitted containing ALL information applicable to the line item identified in POC01.
POC03	330	Quantity Ordered	O R 1/15
		Quantity ordered	
			1. Use to specify the quantity applicable to the line item. Step ladder quantities applicable to requirements and indefinite quantity type award instruments and the related prices are to be carried in the 2/CTP/040 segment.
			2. Do not use this data element at the CLIN level if quantities are specified at the SUBCLIN level.
POC04	671	Quantity Left to Receive	X R 1/9
		Quantity left to receive as qualified by the unit of measure	
			1. Use in conjunction with POC03 and POC05 to identify the balance of the quantity to be received.
			2. When POC02 is code AI, cite the same quantity that is cited in POC03.

Segment: **DTM** **Date/Time Reference**
Position: 200
Loop: POC Optional
Level: Detail:
Usage: Optional
Max Use: 10
Purpose: To specify pertinent dates and times
Syntax Notes:

- 1 At least one of DTM02 DTM03 or DTM05 is required.
- 2 If DTM04 is present, then DTM03 is required.
- 3 If either DTM05 or DTM06 is present, then the other is required.

Semantic Notes:
Comments:
Notes: Use this segment to provide actual dates applicable to the line item.

Data Element Summary

	Ref.	Data	Name	Attributes
	Des.	Element		
Must Use	DTM01	374	Date/Time Qualifier Code specifying type of date or time, or both date and time 641 Option Use with DTM02 to indicate the last date for the exercise of an option or with DTM05/06 to indicate the period during which the option may be exercised.	M ID 3/3
	DTM02	373	Date Date expressed as CCYYMMDD	X DT 8/8
	DTM05	1250	Date Time Period Format Qualifier Code indicating the date format, time format, or date and time format RD8 Range of Dates Expressed in Format CCYYMMDD-CCYYMMDD A range of dates expressed in the format CCYYMMDD-CCYYMMDD where CCYY is the numerical expression of the century CC and year YY, MM is the numerical expression of the month within the year, and DD is the numerical expression of the day within the year; the first occurrence of CCYYMMDD is the beginning date and the second occurrence is the ending date Use in conjunction with DTM01 code 641.	X ID 2/3
	DTM06	1251	Date Time Period Expression of a date, a time, or range of dates, times or dates and times	X AN 1/35

Segment: **CTT** Transaction Totals
Position: 010
Loop: CTT Optional
Level: Summary:
Usage: Optional
Max Use: 1
Purpose: To transmit a hash total for a specific element in the transaction set
Syntax Notes: 1 If either CTT03 or CTT04 is present, then the other is required.
 2 If either CTT05 or CTT06 is present, then the other is required.
Semantic Notes:
Comments: 1 This segment is intended to provide hash totals to validate transaction completeness and correctness.

Data Element Summary

	<u>Ref.</u> <u>Des.</u>	<u>Data</u> <u>Element</u>	<u>Name</u>	<u>Attributes</u>
Must Use	CTT01	354	Number of Line Items Total number of line items in the transaction set Use to identify the total number of POC segments contained in this transaction set.	M N0 1/6

Segment: **AMT** Monetary Amount
Position: 020
Loop: CTT Optional
Level: Summary:
Usage: Optional
Max Use: 5
Purpose: To indicate the total monetary amount
Syntax Notes:
Semantic Notes:
Comments:
Notes:

Use this segment to specify the increase or decrease (if applicable) in the award instrument price as a result of this modification, and to specify the old and new total award instrument price.

Data Element Summary

	Ref.	Data	Name	Attributes
Must Use	Des.	Element	Amount Qualifier Code	M ID 1/3
	AMT01	522	Amount Qualifier Code Code to qualify amount	
			TY Total at Complete Use to indicate the total value of the award instrument when it is incrementally funded. For Grants, include the total amount committed for the entire period.	
			ZR Increase Use to indicate the net increase in the award instrument price as a result of this modification.	
			ZS Decrease Use to indicate the net decrease in the award instrument price as a result of this modification.	
Must Use	AMT02	782	Monetary Amount Monetary amount	M R 1/18

Segment: **SE** Transaction Set Trailer
Position: 030
Loop:
Level: Summary:
Usage: Mandatory
Max Use: 1
Purpose: To indicate the end of the transaction set and provide the count of the transmitted segments (including the beginning (ST) and ending (SE) segments)
Syntax Notes:
Semantic Notes:
Comments: 1 SE is the last segment of each transaction set.

Data Element Summary

	<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Attributes</u>
Must Use	SE01	96	Number of Included Segments Total number of segments included in a transaction set including ST and SE segments	M N0 1/10
Must Use	SE02	329	Transaction Set Control Number Identifying control number that must be unique within the transaction set functional group assigned by the originator for a transaction set Enter the same number as the one carried in ST02.	M AN 4/9